

**CONTRACT LAW ENFORCEMENT BUREAU  
CITY OFFICIAL IDENTIFICATION CARD ORDER FORM**

**\*\*\* FORM TO BE FILLED OUT BY THE STATION'S SERVICE AREA MANAGER \*\*\***

Date: \_\_\_\_\_  
 Station: \_\_\_\_\_  
 City: \_\_\_\_\_

STATION CHECK-OFF LIST	
<input type="checkbox"/>	Biographical Form
<input type="checkbox"/>	Digital Photograph for ID
<input type="checkbox"/>	Old/Expired ID (If Previously Issued)
<input type="checkbox"/>	Copy of Lost/Stolen Report (If Applicable)

IDENTIFICATION CARD ORDER			
I.D. Card previously issued? (Y/N) If yes, write ID#	Name	Position (City Managers and Elected City Officials Only)	Exp. Date MM/DD/YY (Term)

Order Form Prepared By (Station Personnel): \_\_\_\_\_ Date: \_\_\_\_\_

Unit Commander Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Service Area Managers may email this form along with the biographical forms and digital photographs to [clebcityids@lasd.org](mailto:clebcityids@lasd.org). However, you must still forward signed original forms to CLEB, ATTN: City Official ID Coordinator. There is no charge for Sheriff Department issued identification cards.

An identification card request will be processed ONLY if the CLEB has a signed Biographical Information Sheet on file and a digital photo has been sent.